

PROPOSAL SUBMISSION CHECKLIST (abridged)

- ☐ Project has been initiated in [Portal](#)
- ☐ Proposal Guidelines from the Sponsor
 - ☐ Award terms agreed to at proposal submission (send for legal review if needed)
- ☐ Escalation: Unusual proposals (as determined by Grants Administrator should be escalated to the Director of SPA Pre-award. Proposals to the following sponsors should always be escalated:
 - ☐ U.S. Department of State
 - ☐ U.S. Department of Justice
 - ☐ U.S. Department of Labor
 - ☐ National Endowment for the Arts
 - ☐ Corporation for National & Community Service
 - ☐ National Endowment for the Humanities
 - ☐ USAID
- ☐ PI Eligibility
- ☐ Limited Submission
- ☐ SPA Pre-Award has Signature Authority to submit
 - ☐ Signature from President or Provost
 - ☐ Blue routing sheet www.busfin.uga.edu/forms/pres_routing_slip.pdf
 - ☐ Abstract explaining the scope of the research and funding source
 - ☐ List of institutional commitments and notation of whether they are new or existing
- ☐ Verify F&A Rate
 - If different from UGA allowable rates, check one:
 - ☐ The Sponsor is a non-profit and has a written policy capping F&A
 - ☐ The Sponsor is federal and F&A is limited by statute or by solicitation
 - ☐ The PI has obtained an F&A waiver from VP for Research or delegate
 - ☐ The funding is from a non-profit for graduate student salary/fringe only
- ☐ Cost Share
 - ☐ Approved by department head/dean
 - ☐ Will be approved retroactively
- ☐ Subcontracts
 - ☐ Consortium Statement/Letter of Commitment or Intent to Collaborate
 - ☐ Name and contact info of negotiator
 - ☐ Statement of work
 - ☐ Budget
 - ☐ Other forms required by Sponsor

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- ☐ Final Review
 - ☐ Final check for correct RFP/RFA/Solicitation
 - ☐ Proposal narrative/Statement of Work
 - ☐ [Budget](#)
 - ☐ Budget justification
 - ☐ Subcontracts (if applicable)
 - ☐ Indirect costs
 - ☐ Supplemental documentation (if applicable)
 - ☐ OVPR match – letter confirming the match assigned by VP for Research
 - ☐ Third party match – documentation of commitment provided by third party